

# U.S. MISSION, PAKISTAN – CONSULATE GENERAL LAHORE

## VACANCY ANNOUNCEMENT NUMBER: 10-152

**OPEN TO:** All Interested Candidates

**POSITION:** Cultural Affairs Assistant (Alumni), FSN-8, FP-6\*

**POSITION NO:** L-71147

**WORK HOURS:** Full-time; 40 hours/week

\*Not-Ordinarily Resident: US\$ 41,780 p.a. (Starting salary)  
(Position Grade: FP-6 to be confirmed by Washington)

\*Ordinarily Resident: Rs.740,606 p.a. (Starting salary)  
(Position Grade: FSN-8)

**OPENING DATE:** May 17, 2010

**CLOSING DATE:** May 30, 2010

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Lahore is seeking an individual for the position of Cultural Affairs Assistant (Alumni) in the Public Affairs Section.

### **BASIC FUNCTION OF POSITION:**

Incumbent designs and implements activities for alumni of USG funded educational exchanges. Creates and implements programming for the full spectrum of Public Affairs section (PAS) program participants. Assists the Cultural Affairs team with all aspects of substantive and administrative support work related to other PAS cultural and educational programming. Performs other related assignments as assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED:**

**NOTE:** *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** A University degree (16 years of education) in the Social Sciences, English, International Relations or closely related fields is required
- 2. EXPERIENCE:** Three years of progressively responsible experience in cultural activities, educational administration, international relations, or organizational management is required. .
- 3. LANGUAGE:** Level IV English (fluent) Speaking/Reading/Writing and Level IV Urdu (fluent) is required.
- 4. KNOWLEDGE:** Incumbent must have in-depth knowledge of socio-political environment in the country and strong understanding of the U.S. foreign policies concerning Pakistan and South Asia. Comprehensive understanding of U.S. society, education, culture, and social values is required.
- 5. ABILITIES & SKILLS:** Strong interpersonal skills are required to develop and maintain contacts, as well as to influence and persuade individuals to participate in our activities. Must possess the skills and experience necessary to conceive, plan, and implement event programming; analyze situations and recommend appropriate options. Must be computer literate, work well with social media, a willing team member, and operate effectively in a fast-paced office environment.

**SELECTION PROCESS:**

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Post Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily been reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.

**TO APPLY:**

Interested applicants for this position must submit the DS-174 (Application for Employment as Locally Employed Staff or Family Member) on the following address or email at [HROIslamabad@state.gov](mailto:HROIslamabad@state.gov). To see all open advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**SUBMIT FILLED DS-174 TO**

Human Resources Office  
U.S. Embassy Islamabad  
P.O. Box 1048, GPO  
Islamabad.

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residence focus to the host country and has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFM's (Eligible Family Members) and family members of FS, GS, and military personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: May 30, 2010**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.